



MICHAELA

KNOWLEDGE IS POWER

Michaela Community School GOVERNING BODY MEETING Minutes of meeting Wednesday 22nd March 2023

Date and time: Wednesday 22 nd March 2023, 5.30pm	Location: Meeting held remotely via Zoom
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Attendees:		
Name	Present	Role
Chidi Amadi (CA)	Present	Governor (Chair)
Sharon Brittan (SBri)	Present	Governor (Vice Chair)
Pia Decarlucci (PD)	Did not attend	Governor
Mohsin Drabu (MD)	Present	Governor (Finance)
Katharine Birbalsingh (KB)	Present	Head Teacher
Katie Ashford (KA)	Present	Staff Governor
Iskander Fernandez (IF)	Apologies	Parent Governor
Adeyemi Fasogbon (AF)	Present	Parent Governor (Careers)
Matthew Godfrey (MG)	Present	Governor (Careers)
Rebecca Williams (RW)	Apologies	Governor
Lundi Nyoni (LN)	Present	Governor (Finance)
Daniel Hall (DH)	Present	Governor
Stephanie Ting (ST)	Present	Governor (Safeguarding, SEND)
Brett Williams Yale (BWY)	Not required	DHT
Ali Mansfield (AM)	Present	Clerk

No.	FGB Items	Action
1.	Welcome and apologies CA welcomed governors to the meeting. Apologies were received and accepted from Iskander Fernandez and Rebecca Williams. Pia Decarlucci did not attend.	
2.	Declaration of Business Interests <i>Governors to declare any changes to the register of business interests:</i> No changes to the register were declared.	



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	Governors to declare any conflicts of interest for this agenda: No conflicts of interest were declared. Governors to declare any gifts or hospitality received in their role as a governor of MCS: None declared.	
3.	Minutes of last meeting (12.12.22) To agree the minutes of the previous meeting: The minutes of the meeting held on the 12.12.22 were agreed as an accurate record. Matters arising not covered elsewhere on this agenda: None. Actions completed: AM confirmed that she had updated and published the Governors' Register of Business Interests on the website.	
4.	Safeguarding Report KA presented the Safeguarding Report which is in a new and more detailed format. Attendance rates continue to be higher than national (95.7% v 90.9%) and persistent absence rates are lower than national (9% v 28%). However, neither is where the school would like them to be. Efforts continue to improve attendance. A governor commented that the number of child protection referrals seemed low for the size and demographic of the school. KA replied that the school has strong pastoral systems and good relationships with families, so is able to pre-emptively address many concerns. The safeguarding team continue to maintain good relationships with other professionals within the LA. KA is completing an online course as the official Mental Health Lead in school. MG commented that zero bullying, zero permanent exclusions and the very small number of mental health concerns were a credit to the school. KA replied that the qualities of gratitude, resilience and stoicism which the school promotes, all support good mental health. Pastoral support is strong, the children feel seen by the teachers. Counselling and mentoring are provided where needed. KB answered a question around the allegation against a member of staff. She reiterated to governors that the allegation was completely groundless. The member of staff has been reassured and is fine.	
5.	Data Report Internal data for years 7 to 9 is pleasing, pupils are progressing well. Attendance in Year 11 pupils has not fully recovered and this is impacting learning. Meetings with families to try to address this have taken place. The school is expecting good results, but not as good as last year when teachers had advance information of what would be covered in the exams. The strongest teachers are on the Year 11 team to	



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	maximise the outcomes for each child. A-level students are progressing well. There is a studious atmosphere in the sixth form and pupils spur one another on. Three pupils out of the small Year 13 cohort of 36 have received Oxbridge offers. The school continues to maintain high academic standards for the sixth form intake. However, the real highflyers go to the grammar schools.	
6.	Finance Report • Budget position at Month 5: Income is £185k positive to budget, expenditure is broadly in line with budget (£33k adverse, 1.8%). At month 5 there is a surplus of £208k against a forecast surplus of £56k) • Trial Balance: System generated TB circulated with report. • Cash Balances: Total cash balances at 31.01.23 are £1,981,203. • Cash Flow: There are no concerns around cash flow – spreadsheet circulated and noted. • Pupil numbers: There are currently 610 pupils in years 7 to 11, and 93 in the sixth form – breakdown in the written report. • KPIs - update: Carry forward to summer term meeting • School Resources Management Self-Assessment Tool (SRMST): Governors noted that this was shared with Finance Governors for comment before submission. There were no questions. • Benchmarking: Meeting with Finance Governors on 23rd March 2023 to review benchmarking data from the DfE, other governors welcome to join the call, headlines to next FGB. • Lunch debts: Arrears at 17.03.23 were £6202.58, admin team continue to chase vigorously for outstanding payments. • School Meals Arrears Procedures: Governors APPROVED this policy. • Finance Policy: Updated to note that the school does not use virements, updated policy APPROVED.	
7.	Risk Register No changes required.	
8.	Internal Controls Visit - 1 of 3 There was just one item highlighted in the report- <i>management of risks does not include contingency and business continuity planning</i>. This was given a red RAG rating (trustees must review as a priority). Governors noted that this had been highlighted on the previous report. AM explained that she had focussed on developing the Risk Register and would work together with the Operations Manager to develop the BCP when VS returns from maternity leave in May. Governors noted and APPROVED the response from AM.	
9.	Head Teacher's Verbal Update	



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	A number of new teachers have been appointed for September, some are starting early after Easter. The biggest concern is Humanities, it is proving difficult to find teachers for Religion or Geography. Art continues to be a challenge, KA is supporting the Year 11 GCSE students. Maths and science are fully staffed. Two key members of staff will not be back in September. Becky Staw (SLT and Pastoral Lead) is going on maternity leave and Liz Cowley (Head of English) is moving to a new post. They are key members of the team and will be greatly missed. KB and Nick Gibb (Minister of State at the Dept of Education) will be speaking at an event at MG's school (Downe House), all governors are welcome to attend.	
10.	AOB CA has visited the school this term. He met with Mike Taylor (Head of 6th Form) and spoke to pupils about taking up medicine as a career. He encouraged other governors to consider a visit to the school to speak to pupils about their own careers.	
11.	Date of next meeting AM to circulate Doodle Poll Items for next meeting: • Business Continuity Plan • Benchmarking headlines • KPIs	